



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

CN #17-04

CERTIFIED MAIL

MEMORANDUM

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TO: Administrators of the National School Lunch Program, School Breakfast Program, Special Milk Program, and Summer Food Service Program

FROM: Mary Szafranski  
Interim Director, Student Health and Nutrition

DATE: March 22, 2004

SUBJECT: 2005-2009 Food Program Service Agreement

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It's that time again! Every five years School Food Authorities must renew their Food Program Service Agreement with the Arizona Department of Education. This memo serves to notify all administrators of the National School Lunch Program, School Breakfast Program, Special Milk Program, and Summer Food Service Program that your current Food Program Service Agreement will terminate as of June 30, 2004.

Two copies of the enclosed 2005-2009 Food Program Service Agreement must be completed and signed by your governing board, or equal, prior to claiming meals for the 2004-2005 school year. The Food Program Service Agreement should be placed on your governing board's agenda as soon as possible to meet the completion deadline. Please read through the agreement carefully.

ADE has made renewing your Food Program Service Agreement easy! Follow the four simple steps identified below to renew your Food Program Service Agreement through 2009.

**2005-2009 Food Program Service Agreement Instructions:**

1. Turn to the first page of the Food Program Service Agreement. Indicate those programs that you intend to operate by placing an "X" in the appropriate box.
2. Turn to page 19, Certification. Easy to follow instructions for completing page 19 are located at the top of the page 19.
3. Turn to page 20, Signature. Meet with your governing board to obtain the appropriate signatures.
4. **Return two identical copies with original signatures to ADE by June 15, 2004.**

Additionally, it is important to note the following important information regarding the 2005-2009 Food Program Service Agreement:

- The Food Program Service Agreement is a single agreement for the National School Lunch Program, School Breakfast Program, Food Distribution Program, Special Milk Program, and Summer Food Service Program. Be sure to indicate all programs you are participating in, or plan to participate in.
- The 2005-2009 Food Program Service Agreement shall become effective on July 1, 2004 or upon signature by the Arizona Department of Education Signature Authority, whichever occurs last. Please submit two signed copies of the Food Program Service Agreement to ADE prior to **June 15, 2004** to allow adequate time for ADE staff to obtain the signature of the Arizona Department of Education Signature Authority.
- **Those sponsors with year-round sites, and those sponsors operating Summer Food Service Program sites must have a signed copy of the 2005-2009 Food Program Service Agreement on file with ADE prior to July 1, 2004.** Failure to comply will result in delay or loss of reimbursement monies. If a 2005-2009 Food Program Service Agreement is not in place by July 1, 2004, ADE cannot reimburse for meals served between July 1, 2004 and the effective date of the Food Program Service Agreement.

Much of the 2005-2009 Food Program Service Agreement remains identical to the 2000-2004 Food Program Service Agreement. However, due to changes in policies and/or regulations, the following changes, updates, and/or additions have been made to the 2005-2009 Food Program Service Agreement:

1. Pages 4 (C.1.1), 5 (C.1.m.5), 8 (C.2.1), and 16 (Food Distribution 11.c)\* - Records retention requirements for any and all documentation pertaining to the School Food Service Program.
2. Page 2 (C.1.b)\* - Food of minimal nutritional value and competitive foods.
3. Page 4 (C.1.1)\* - Verification requirements in accordance with 7 CFR 245 (*released Fall 2003*).
4. Pages 6 (C.1.v –w) and 9 (C.2.s)\* - Food Service Management Companies.
5. Pages 7 (C.1.x) and 9 (C.2.u)\* - Arizona Department of Education Acceptable Use Policy

\*All page numbers correspond to the 2005-2009 Food Program Service Agreement.

**Please return two signed copies of the Food Program Service Agreement by Tuesday, June 15, 2004 to:** Arizona Department of Education, National School Lunch Program, Attn: Food Program Service Agreement, 1535 W. Jefferson St., Bin #7, Phoenix, Arizona 85007. If you have any questions about the 2005-2009 Food Program Service Agreement, please contact your assigned specialist or (602) 542-8700.

Tristine Bogle	(602) 542-8703	Pat Johnson	(602) 542-8782
Kacey Frey	(602) 542-8705	Katrina Klatt	(602) 542-8711
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